

Minutes of Meeting
Tuesday 28th July 2020
Started 7:00 pm – Finished 8:24 PM (Location: Staff Room)

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Notes:

Majority vote will be used for decisions and only financial members can vote.

Please let me know if there are any amendments to be made.

MEETING DETAILS

Chairperson:	Tania Thomas
Guest in attendance:	Principal Mrs. Christy Craig
P&C Members present:	Mel Weinert, Zahirah Ismail, Tania Thomas, Vicki Angage, Nikki Bartlet, Sacha Murton, Shirree Blazeski, Erryn Siva, Marty Speter, Mike Scholefield, Cindy Si, Anneke Alberink, Arlene McKinney, Michelle Graneri, Kylie Frazer, Dionne Leighton-Harris, Preeti Kothari.
Apologies:	Rebecca Dack, Donna Jambanis, Kristy Healey, Neha Shah, Sarah Philp, Joce Crook, Riarnne, Clare, Amanda.

	Subject Matter
1	Meeting opened at 7pm by Tania Thomas <ul style="list-style-type: none"> Highlighted that time frame for meeting set for 1hr. Quorum Present: Confirmed attendance of 10 financial members. Apologies were named. Welcome message – specifically to Cindy for being able to attend tonight and Nicky who was previously the canteen coordinator.
2	Confirmation of previous Minutes of Meeting <u>MOTION APPROVED:</u> Motion passed confirming that the minutes of the Meeting which took place on 9th June 2020 to be an accurate record.
3	Matters arising from last minutes <ul style="list-style-type: none"> Action: Tania to look at Pinning the new Facebook terms to the FB page and circulating to the private year groups - Ongoing matter.
4	Correspondence In Received YES; Out Approved YES Several grants received and discussed below, under general business for APS.
5	President's Report Presented in person. <ul style="list-style-type: none"> Riarnne's absence from P&C duties until further notice. Special Thank You to APS teachers and Leadership team for continued efforts. Sub-committees have been especially busy – specifically Mel with canteen, Sacha with Fundraising events and Arlene with Red Cross initiative.
6	Principal's Report Presented in person. <ul style="list-style-type: none"> Stage 4 is still in place, awaiting further notice and instructions for Stage 5 to be approved and implemented for WA. APS calendar starting to have events being planned and scheduled to take place. <ul style="list-style-type: none"> ✓ Faction Carnival scheduled on Tuesday, Wednesday and Friday of Wk 6.

Tuesday 25th August: Individual throws jumps and throws.

Wednesday 26th August: Individual long-distance running races.

Friday 28th August: Faction Carnival consisting of individual running races only, without any team games.

- ✓ It is designed to be 'Phase proof'. Mrs. Craig met with Principals of cluster schools to discuss individual plans for Faction Carnival/Sports Day. 1 school has cancelled the event altogether, another school has rescheduled the event indefinitely. APS has decided to proceed.
- ✓ Key Faction Carnival events are retained.
- ✓ Friday of Wk 6 will see a whole school run taking place.
- ✓ Parents will be invited to attend and cheer their children during allocated race times.
- ✓ Aim is to allow students to still participate in a major school event for the standard school year.
- Wk 7 – Science Week
- Wk 8 – Book Week (Read-a-thon). However, students will not be encouraged to raise money for books read, to be mindful of families impacted financially due to Covid. APS will host a Book Fair, students have a 'Book Week Dress Up Day', a book swap.
- Wk 10 – Learning Journey is being planned with details to be announced in coming weeks.
- APS staff are carrying out additional work to catch up on curriculum since Covid affected previous school term.

General Business for Ashdale Primary School:

- 2020 School and P&C Joint Project Proposal: to provide an extended shade area in the quadrangle between undercover area, community garden and library (see proposal submission attached).
 - ✓ Principal Watson sourced a structure. Therefore, APS only need to pay for the transportation, site works, re-installation and painting of the structure.
 - ✓ Structure is 5m at its apex, 13m X 16m.
 - ✓ It is planned to be re-constructed outside the APS Library so students can have sheltered area for activities near the Library.
 - ✓ APS is requesting AU\$15,000 from the P&C to assist in the cost of re-constructing, installation, site works and painting of the structure.
 - ✓ Advice from Treasurer Joce Crook has been obtained and she confirmed that the P&C do have the necessary funds to approved and support this grant request.
 - ✓ Based on feedback and queries from Bogan Bingo sponsors – asking for reason behind Bogan Bingo fund-raising initiative – P&C team proposes that the Bogan Bingo event be advertised as a fund raiser for the new APS shelter.

MOTION APPROVED: Approval of AU\$15,000 grant request for new APS shelter.

- Staff Grant Proposals (see proposals submission attached)
 1. Library (Shelley Laver): To set up a Lego area in the library to run a Lego club. Amount requested: \$516

Motion Not Approved: To be revisited at next P&C Meeting.

Feedback from Dionne:

Previous call-outs for Lego donations came back with no contributions. Challenges to be expected with how to manage toys and its small pieces from getting taken (accidentally/on purpose) and/or misplaced within APS and the Library. Query about plans on how the 'Lego Club' will be monitored and if it will be a 'member only' activity or open to all and any APS students. Suggests a call-out for specific toy donations from the APS community and local residents.

Principal Craig: Literacy Coordinator is supporting the Library.

Tania Thomas: Confirmed that P&C previously contributed towards Lego funds in the past years. Further explained that the initiative is aimed at promoting team building and development of social skills among various groups of APS students. Further clarification will be sought from Shelley Laver who submitted the grant request.

2. Library (Shelley Laver): To purchase STEM, Magnetic, Zoob, Knex resources for the Library for students to use at lunch times.

Amount requested: \$1322.77

Motion Not Approved: To be revisited at next P&C Meeting.

Feedback from Dionne:

Previously purchased stock of toys in past years for APS, these are mainly stored within Kindy, Pre-Primary and lower primary classrooms. There is a lack of stock control system in place and existing materials are under-utilised and not shared across various classrooms. Additionally, a stock take will need to take place before any additional purchases are made, to avoid wastage and inefficient use of funds.

- Coffee Connect Morning (Tania): Previously proposed date was Friday 7th August at the Library. This is being postponed until Stage 5 is announced and activated. Coffee Van will be re-booked accordingly.
- Feedback from Shiree (on behalf of Kindy parents):

Concerns raised about parent helpers not allowed in Kindy classes since Term 3 began, while cluster schools have different practices regarding the same matter. Requested feedback directly from Principal Christy Craig on this matter, with regards to the approach from APS Management/ Leadership team with what Kindy teachers are allowed to implement for their classrooms. Requested reconsideration of directive on this matter, so that it comes from upper level Leadership team instead of it being a decision left for Kindy teachers.

Response from Principal Christy Craig:

Reaffirmed APS decision to continue supporting ECU students in completing the practical aspect of their Early Childhood Education course requirement. The decision to decline parents in all APS classrooms (including Kindy) is based on the directive from the Australian Government in conjunction with the Education Department.

Reiterated that some of the other schools including some cluster schools are not adopting or allowing parent helpers in classrooms – this is based on ongoing shared communication amongst Leadership teams of cluster schools. Mentioned the example of APS Staff Meetings still not held since Covid began, due to the large number of staff and difficulties in adhering to social distancing measures.

APS team on the whole is eager for Stage 5 to be activated. Focus of APS Management and Leadership team is on 'Big Picture' decisions. Classroom-level decisions are handed to teachers, in a bid to avoid micro-managing.

- Harmony Day end of 2020/ early 2021 (Vicki Angage):
 - ✓ Would like to plan this event with a view that Stage 5 will eventually take effect.
 - ✓ A sub-committee specific to this event has been created.
 - ✓ OMMI was contacted for a grant. However the amount available through OMMI has been reduced and is not enough to cover the cost of this event.
 - ✓ City of Wanneroo is an alternative source of grant funding. This is being explored.
 - ✓ Query from P&C team if the event can be made smaller in scale, with anticipation that it will mean a reduction in expense.
 - ✓ This may be possible but may be challenging to implement, due to precedent success of similar events in past years. More feedback will be provided at next meeting, after further discussions and planning have taken place.

Reports

1. Treasurer (Joce) – Not present, but no concerns regarding P&C. Joce to make Preeti a bank signatory.

2. Canteen (Mel) – Report received and enclosed.

Motion: For the P&C to allow spending of \$200 towards new canteen signage. This has been finalised with the assistance of Jo Utting.

Motion Approved: Yes.

3. Fundraising (Sacha) – Report presented.

- Bogan Bingo happening Saturday 12th September 2020.
 - ✓ Number of tables are limited until Phase 5 is activated.
 - ✓ Kingsway Bar and Bistro is donating an RSA Approved staff member and an Approved Manager for the event.
 - ✓ Tania has applied for a Liquor Licence, this has been approved.
 - ✓ Sacha and team are sourcing donations for prizes and silent auctions.
 - ✓ Preeti: Mentioned donations received from Perth Scorchers, Perth Wildcats, Fremantle Dockers female squad, Darch IGA as major sponsor donating \$1500.
 - Sports Day Raffle (Margaret Quirk's prize) presented Friday 21st August.
 - ✓ Mike suggested the races be streamed so parents can watch. If allowed, he has personal contacts who are happy to assist with the set up.
 - ✓ Mike suggested each APS student be entered into a draw to win the bike voucher, regardless of their participation in Sports Day. P&C team consensus is for all students be given a free entry to the draw.
 - Father's Day Stall to be held on Monday 31st August and Thursday 3rd September to allow for participation from all APS students including all Kindy classes.
 - ✓ Motion Approved by Executive Committee for spending of \$3500 to be allowed, instead of the previously approved amount of \$2500.
 - ✓ Stock has arrived and are being stored in the container within APS grounds. Volunteers are required to sort the stock purchased. Flyer will need to be designed. More information will be made available ASAP.
 - ✓ This is the next significant event on the P&C calendar.
 - Movie Night – Term 4 → TBA.
 - Entertainment membership to date: Sold 39 memberships this year. Memberships have changed to be a rolling online renewal and not limited to the pre-determined standard annual timeline. Royal Show fundraising money remains outstanding – being followed up.
4. Charity Committee (Tania) – Discussed in conjunction with Fundraising matters.
 - Charity Day: "12 Buckets" event raised \$1079! 😊

	<p>5. Uniform Shop (Joce) – No matters to report. 2nd Hand Uniform Buy & Sell FB Page (successfully managed by Sarah Philp).</p> <p>6. Community Events – Red Cross’s Red25 Initiative within APS (Arlene)</p> <ul style="list-style-type: none"> ✓ Blood Drive took place on 23rd August. ✓ 5 new members registered since last meeting. ✓ APS team saw members donating over school holidays. ✓ 30 lives were saved by APS Red 25 Team. ✓ APS Red 25 Team donated more plasma than whole blood. This is a better option for donors who are anaemic. ✓ Confirmed appointment durations are: 1hr for whole blood donations; 1.5hrs for plasma donations. <p>7. School Banking (Riarnne) – This service will not resume.</p> <p>8. Safety House (Arlene) – No new directives received since Covid. New initiatives will likely take place in 2021.</p> <p>9. Community Gardens/Sustainability Committee – No new information/updates.</p>
9	<p>Date of Next Meeting</p> <p>Meetings to take place on a Tuesday 2nd and 7th week of every term.</p> <p>Term 3: 1 Sept</p> <p>Term 4: 20 Oct & 24 Nov</p> <p>General Business Wrap Up and Social Meeting: 1st December (TBC)</p>
10	<p>Meeting Closed at 8:24 PM</p>

REPORTS & DOCUMENTS ENCLOSED

Grant Request: Shade Structure



Ashdale Primary School

P&C Funds Request Form

Staff requesting funds from the P&C are to complete this form and email to Ashdale.PS.Financeteam@education.wa.edu two weeks prior to the Week 7, P&C Meetings. This application will be tabled at the Executive Meeting.

Name of Staff Member: Christy Craig

Cost Centre: D1635

Item Required & Total Cost:
Approximately \$15,000.

Students to gain benefit from the purchased resource/activity:
The proposed shelter will provide students with sheltered areas to play at break times (recess and lunchtimes) and during class time eg. PE and whole cohort activities.

How will expenditure advance current school priorities?
Was not part of initial planning, the grant was offered and an opportunity presented.

Other educational objectives underlying the purchase:
Ashdale Primary School received funding of \$20,000 for the Shade Structure Program.

The shade structure project is estimated at \$32,000 which will include dismantle, relocation, painting and site works.

The school is requesting \$15,000 (to cover the additional costs and include gutters- which are not currently quoted)

If we were to build the shade structure today, it would cost us approximately \$80,000 upward.

Sun smart strategy will ensure students have access to shaded areas to play and learn. It is also anticipated that the shelter will provide an overflow area for undercover area activities (eg. Graduation and Celebration assemblies).

Suppliers, quotes & availability
(Please check CUA for supplier recommendations):
Perth Better Homes, same company who built the kiss and drive shelter.

<p>The Executive Committee has considered your P&C additional submission at its meeting on:</p> <hr/> <p>Approved/Declined: _____</p> <p>Date: <u>24/7/2020</u></p> <p>Signed: <u>[Signature]</u> (Executive Committee)</p>	<p style="text-align: center;">P&C Use Only</p> <p>Approved: <input type="checkbox"/></p> <p>Declined: <input type="checkbox"/></p> <p>Signed: _____</p> <p>Date: _____</p>
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Shade shelter currently located on Trentham Road, previously used for Kindy students at Landsdale PS.

Growing Children, Building Families, Developing Community

Grant Request: Library Lego equipment



Ashdale Primary School

P&C Funds Request Form

Staff requesting funds from the P&C are to complete this form and email to Ashdale.PS.Financeteam@education.wa.edu.au two weeks prior to the Week 7, P&C Meetings. This application will be tabled at the Executive Meeting.

Name of Staff Member:

Cost Centre:

Item Required & Total Cost:

Students to gain benefit from the purchased resource/activity:

To set up a Lego area in the library for lunch time and run a special club. Students will be able to meet new friends and have fun being creative at lunch, and join a special Lego challenge club run once a week.
Lego also helps develop fine motor and concentration skills.

How will expenditure advance current school priorities?

Develop STEM
Health and wellbeing of students meeting new friends in mixed year levels with similar interests.

Other educational objectives underlying the purchase:

Can provide a brain break for all students.
Develop the library's ability to be multipurpose.

Suppliers, quotes & availability

(Please check CUA for supplier recommendations):

Big w maxx zero sets and figurines \$10 each x5, target lego city \$20 each x5, target brand 1000.s \$12 each x 5, plates and roads 12 each x 10, maxx zero wheels \$12 each x 5, ikeas storage unit trofast \$126

The Executive Committee has considered your P&C additional submission at its meeting on:

Approved/Declined: ☒

Date: 24/6/20

Signed: go Hukema (Executive Committee)

P&C Use Only

Approved: ☐

Declined: ☐

Signed: _____

Date: _____

Growing Children. Building Families. Developing Community

Grant Request: STEM/STEAM play equipment



Ashdale Primary School

P&C Funds Request Form

Staff requesting funds from the P&C are to complete this form and email to Ashdale.PS.Financeteam@education.wa.edu two weeks prior to the Week 7, P&C Meetings. This application will be tabled at the Executive Meeting.

Name of Staff Member: Shelley Laver

Cost Centre: Library

Item Required & Total Cost:

0\$500 each

Students to gain benefit from the purchased resource/activity:

Mobilio- The open-ended design promotes sense of shape, fine motor skills, hand and eye co-ordination, three-dimensional thinking and the connections between balance, stability and motion. Magnetics- The Polydron shapes are a fantastic teaching resource that visually and tactilely enables students to investigate 2D and 3D mathematics, while engaging children's fondness for creating and construction. Knex- builds a child's natural curiosity and creativity and it powers the fun of each and every K'NEX building set. Building with K'NEX puts children on a path towards a fundamental understanding of STEAM/STEM subjects.

How will expenditure advance current school priorities?

STEM- Science, Math, Engineering, mathematics
Creativity
Fine motor
Health and wellbeing for student to use in library with mixed year levels

Other educational objectives underlying the purchase:

Build up the resources for the library for all students to use at lunch time

Suppliers, quotes & availability

MTA – mobilio stem set \$532.91, Magnetic \$549.92, Zoob, \$239.94 Knex-stem

(Please check CUA for supplier recommendations):

The Executive Committee has considered your P&C additional submission at its meeting on:

Approved/Declined:

Date: 24/6/20

Signed: *gortuener* (Executive Committee)

P&C Use Only

Approved: ☐

Declined: ☐

Signed: _____

Date: _____

Growing Children, Building Families, Developing Community

Canteen Report

Canteen Report Term 3

- Sold 187 Honey Joys for 12 bucket fundraiser.
- Currently working on a \$1000 grant from WASCA for canteen equipment.
- Quote for new sign came back at \$200.
- Purchased new tubs for lunch orders, should be distributed this week.
- Sharpened knives.